U T A H *arts* C O U N C I L

Arts Education

GENERAL GRANT INSTRUCTIONS AND GUIDELINES

Eligibility

Public, private, and parochial schools are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

School Districts are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

Nonprofit organizations (e.g. retirement centers, community centers, hospitals, museums, arts councils, juvenile facilities) are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, Community Arts Education, and Arts Education for Underserved Population grants.

Grantees who have not submitted final report forms or met previous financial obligations are not eligible. If you are unsure about your school, school district, or nonprofit organization's eligibility, call the Utah Arts Council/Arts Education (UAC/AE) staff at 801-236-7542 or 801-236-7541.

Mail Or Hand Delivered

You may apply for only one grant.

Applications submitted by **mail** must be **postmarked** by March 1, 2004. We suggest you obtain a hand-canceled receipt from your post office. Mail applications to: Utah Arts Council, Arts Education, 617 East South Temple, Salt Lake City, UT 84102.

Hand **delivered** applications are due to the arts education office no later than 5:00 p.m. March 1, 2004. (Make sure you collect a receipt.) Deliver applications to: Utah Arts Council, 617 East South Temple, Salt Lake City.

Incomplete, late, unsigned, metered, hand written narratives, or faxed applications are not accepted. **No Exceptions.**

First Time Applicants must consult with an Arts Education (AE) staff person prior to submitting an application. These consultations may be on site or by phone. To schedule a consultation, call the AE office at (801)236-7542, 7543 or 7541.

Drafts

AE staff will review drafts of applications. **Drafts** may be faxed to the AE office **before** February 13, 2004. Fax to (801)236-7556. Remember FINAL applications cannot be faxed.

UTAH *arts* COUNCIL

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Application Format Instructions

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- ❑ Do not recreate or reformat grant applications using your computer.
- ❑ Applications should be typed.
- ❑ Applications must be clear and dark enough to duplicate.
- ❑ Do not staple, bind, use sheet protectors, or notebooks.
- ❑ Submit the original application, complete with original signatures.
- ❑ Optional attached supplemental materials should be appropriate to this project. You must include two sets.

Narrative Questions:

- ❑ Each page of narrative must indicate at the top:
  - o Name of the school, school district, or organization.
  - o City.
  - o Name of on-site coordinator.
- ❑ Retype questions prior to answering.
- ❑ Single space between paragraphs.
- ❑ Use 8 ½ X 11 inch white paper, one side only.
- ❑ Use margins of at least one inch on the top, bottom, and sides of all pages.
- ❑ Use at least 12-point, Arial or Times New Roman font.

Supplemental Materials may include, but are not limited to:

- ❑ An assessment tool.
- ❑ Reports of past funding successes.
- ❑ One page description of partners and/or school feeder system.
- ❑ Please **do not** include letters of support for your school, school district, nonprofit organization, or this project.

Review Criteria

Each grant application has review criteria and narrative questions. The review criteria will be used to determine which grants are funded fully, partially or not at all. Keep these criteria in mind as you complete the various forms and respond to the narrative questions.

GENERAL GRANT INSTRUCTIONS AND GUIDELINES

Choosing Your Artist

NEW **Applications must be completed with an artist already on board. Contact your artist of choice prior to submitting your application to confirm their availability and to align project goals, content and concept.** Approved artists are found in the Arts Education Artist Roster online at www.arts.utah.gov/ae/artistsroster.html. You must choose an artist from the Arts Education Artist Roster <u>unless</u> your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, raisonnés, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

How To Complete Your Application

Use the COMPLETION KEY to fill out the boxes number by number. The number in the box corresponds with a written definition, description, or formula found on the completion key.

UAC/AE Grant Money May Be Used For:
- Artist's fees, travel, salaries, food, housing, preparation time, and limited supplies and equipment tied to the instructional components of this proposal.
- Artistic companies tied to the instructional components of this proposal.
- Artistic expertise, (e.g. choreographers, composers, playwrights).
- Artist/teacher partnerships (e.g. teachers participating in the creation and learning of an art form with an artist).

UAC/AE Grant Money CANNOT Be Used For:
- Employment of permanent staff.
- Ongoing faculty for instruction that should be provided by the local school or district.
- Busses for field trips.
- Tickets for performances unless the event is an integral part of the goals, objectives and outcomes of this proposal.
- Start up costs associated with the establishment of any organization.
- Individuals (applying as individuals) or individual curriculum development projects
- Replacement funds for current programming.
- Final product as opposed to process driven projects, e.g. costumes, travel costs for competitions, permanent art installations, festivals, fairs.
- Excessive expenditures on consumable materials and supplies.
- Operational expenses for festivals, fairs, competitions, etc.
- General operating support.
- Projects or activities funded through other UAC programs.
- Medical or therapeutic services. Projects, however, may include artists in therapeutic settings.
- Scholarships to universities, colleges or other forms of student financial aid.

GENERAL GRANT INSTRUCTIONS AND GUIDELINES

UAC/AE Grant Money CANNOT Be Used For (continued):

❑ Purchases of permanent equipment or other capital expenditures. School may request assistance toward instructional equipment if it relates to this proposal.
❑ Competitions and awards programs.
❑ Commission of new works or permanent art installations not connected to instructional components and the goals, objectives and outcomes of this proposal.
❑ Stipends for conferences, consultants and/or specialists for inservices.

**The Utah Arts Council/Arts Education program is funded in part
by the Utah Legislature and the National Endowment for the Arts.**

NATIONAL
ENDOWMENT
FOR THE ARTS

Utah!
Where ideas connect™

SCHOOL
ARTS EDUCATION FOR UNDERSERVED POPULATIONS
GRANT DESCRIPTION, REVIEW CRITERIA, AND CHECKLIST

Arts Education for Underserved Populations grants are for any school focusing program activities **exclusively** on special populations (e.g. rural populations, inner city youth, reservation communities, correctional facilities, special education students, low income, ESL) and for arts education projects that promote artistic excellence and focus on education. Projects must be completed between July 1, 2004 and June 30, 2005.

The <u>maximum</u> grant award for this project is $10,000 with a 1:1 match.

<u>Review Criteria</u>

When reviewing applications, panelists look for the following information upon which to base their decisions for funding:

- ❑ Is the application complete?
- ❑ Have *all* the narrative questions been answered?
- ❑ Does the application provide evidence that the school is able to carry out the goals and objectives of the project?
- ❑ Is the artist(s) both artistically and educationally qualified?
- ❑ Has the applicant completed all reports and obligations for past grants?
- ❑ Has the artist(s) been contacted and been an integral part of the planning?

<u>Final Checklist for Mailed Submissions</u>

> ****Do not staple, bind, use sheet protectors, or notebooks on any part of your application- use paperclips only.****

- ❑ **Grant Cover and Statistical Form**
- ❑ **Individual Artist Budget Form(s)**
- ❑ **Budget Summary/Matching Funds Form**
- ❑ **Narrative**
- ❑ **Signature Form**
- ❑ 2 sets of **Supplemental Materials** (optional)

If some of this does not make sense, keep reading there is an item-by-item key that explains further.

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COMPLETION KEY

Use the key below to ensure accuracy when completing your application. **The numbers below refer to the numbers in the Grant Cover and Statistical Form, Individual Artist Budget Form, Budget Summary and Matching Funds Form boxes, Narrative, and Signature Form.**

#1-26 GRANT COVER AND STATISTICAL FORM

1. Name of your school.

2. Street address of your school.

3. City of your school.

4. Zip code for your school.

5. School district for your school.

6. County for your school.

7. Person at the school authorizing this project and is responsible for assuring matching funds (i.e. principal, director).

8. Title of person entered in box 7.

9. Home and work phone numbers for your authorizing official.

10. Your authorizing official's email: Please help us contact them electronically.

11. The on site coordinator is the person who we may call often. This person will need to be familiar with all of the paperwork and schedule requirements, handbook guidelines, financials, and much more. This person coordinates the whole residency and is the lead contact for our agency. This person may be a principal, teacher, or parent.

12. Home and work phone for your on site coordinator. Don't worry, only if necessary we will call them at home.

13. HOME street address for your on site coordinator. This address is extremely important because planning often takes place in the summer. We also send the grant award letters to the home of the on site coordinator. (You wouldn't want to miss finding out if you got your grant!)

14. HOME city for your on site coordinator.

15. HOME zip code for your on site coordinator.

16. Your on site coordinator's email. We like to use this method of communication.

17. This teacher CANNOT be the same person as your on site coordinator. This teacher is the back up to your on site coordinator.

18. The home and work phone of your on site teacher.

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COMPLETION KEY

19. The on site teacher's email address.

20. This is the person who is representing your district on the State Board of Education. They are one of the following people: Mike Anderson, Linnea S. Barney, Laurel Brown, Kim R. Burningham, Janet A. Cannon, Greg W. Haws, Judy Larson, A. Earl McCain, Denis R. Morrill, David Moss, John C. Pingree, Joyce W. Richards, Marilyn Schields, Teresa L. Theurer, or Max Torres.

21. Number of students enrolled in your school. Please include the students in the special education programs as well.

22. This is the 9-digit number found on the school district's federal 990 form. If you do not know your federal employer identification number call your district office. In Utah, the first two digits are 87-.

23. Check special populations to be <u>involved in this project</u>. DO NOT check the boxes just because you have special populations in your school.

24. Check the description of school's instructional venue.

25. U.S. Congressional District Representative for your school.

26. Representative(s) and senators(s) to the Utah legislature: Your school may have more than one representative and senator. List all that apply. If you do not know the representative or senator for your school call (801)538-1029 or visit www.utah.gov/government/legislative.html.

#27-45 INDIVIDUAL ARTIST BUDGET FORM

27. The UAC/AE program provides grant money to cover artists' salary, travel, lodging, and food costs. In addition, a limited amount of funding for supplies and equipment can be requested. Use the *Individual Artist Budget Form* to request funds for the items listed above. **As a reference a sample has been provided for you (see pages 12 & 13).**

    NEW **Applications must be completed with an artist already on board. <u>Contact your artist(s) of choice prior to submitting your application</u> to confirm their availability and to align project goals, content and concept.**

    An Arts Education for Underserved Populations grant may involve more than 1 artist. Complete the *Individual Artist Budget Form* for EACH artist. <u>You must choose an artist(s) from the Arts Education Artist Roster</u> **unless** your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, raisonnés, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

    If you are using an artistic company (i.e. Utah Opera, Repertory Dance Theatre) to augment this project, USE box 51 on the *Budget Summary Form*, NOT the *Individual Artist Budget Form*.

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COMPLETION KEY**

28. Your school's name.

29. Your school's city.

30. The name of your on site coordinator.

31. The name of your artist of choice.

32. The discipline of your artist of choice (Dance, Film/Video, Literature, Music, Multicultural, Multidiscipline, Storytelling, Theatre, or Visual Art).

33. The home city of your artist of choice.

34. The home state of your artist of choice.

35. After you speak with your artist of choice, briefly describe the project activities in which THIS ARTIST will be involved. (Feel free to sneak a peek at the *Individual Artist Budget Form* **samples** provided for reference.)

36. If you are requesting grant monies to cover the cost of materials/supplies THIS ARTIST will need, list the materials/supplies. (NOTE: You can only request $400 worth of supplies. If you have more than one artist you will have to split the $400 between them.)

37. If you are requesting grant monies to cover the cost of equipment (i.e. kiln, Orff instruments,) required by THIS ARTIST, list the equipment. (NOTE: You can only request $400 worth of equipment. If you have more than one artist you will have to split the $400 between them.)

38. Enter the number of hours you will be working with THIS ARTIST <u>each day</u> in the first line. (If the number of hours the artist will be in your school varies each day, enter an average.) Enter the hourly wage you will be paying THIS ARTIST in the second line. (Artists listed in the *Arts Education Artist Roster* expect at least $30 per hour.) Enter the number of days you will be working with THIS ARTIST in the third line. Calculate the total salary. These details will be covered in your conversations with your artist. This is a **tricky box** to complete. Once you enter the numbers into their respective lines, take the number of hours and multiply them by the number of days to double check your entry. Ask yourself, "Does it total the number of hours I expect the artist to be in my school?"

39. If your artist will be driving more than 100 miles round trip to your project site, you should count on paying for any additional miles above and beyond the initial 100 miles per trip at $0.30 per mile. [For example: If your artist will be traveling 150 miles round trip, you should count on paying $15.00 (50 x $0.30) each time they will be required to travel to your site.] If your artist is coming from out-of-state, you should count on paying for a compact or midsize rental car and their flight.

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COMPLETION KEY

40. If your artist is from out-of-state or is traveling more than 75 miles from home they may require lodging. Enter the number of days your artist will need lodging and at what rate you will be charged by the hotel/motel. The state rate ranges between $63-68 (excluding tax) depending on the area. Plan on $68 for the Salt Lake Valley, $65 for the Moab area, and $63 for the Ogden, Provo, Orem area. Areas not listed above are required to stay within the range. Therefore, you are under no obligation to put your artist up at the Hilton.

41. Artists need to eat too! If your artist is working or traveling during normal eating hours, plan to cover their costs. The state allows for $26 per day. Plan on $5 for breakfasts, $7 for lunches, and $14 for dinners.

42. Approximate the cost of the materials/supplies listed in box 36. Please do a little research on the cost of your materials/supplies or ask the artist who is requesting these materials.

43. Approximate the cost of the equipment listed in box 37. Please do a little research on the cost of your equipment.

44. Total boxes 38-43. This is the total amount you are requesting from the Utah Arts Council/Arts Education program for THIS ARTIST.

45. It is best to complete this budget with the artist for accuracy. If possible, run the final numbers by the artist prior to submission.

#46- 54 BUDGET SUMMARY

46. The *Budget Summary* is completed by totaling EACH *Individual Artist Budget Form.* **As a reference a sample has been provided for you (see page 13).**

47. Your school's name.

48. Your school's city.

49. Your on site coordinator's name.

50. Total boxes 38-41 of EACH *Individual Artist Budget Form.* Add the totals together. Enter the final total here.

51. If you are using an artistic company, enter their fee here. Remember, their services must be related to your overall project activities.

52. Take box 42 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.

53. Take box 43 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.

54. Total boxes 50-53. **This is the amount your school is requesting as a grant. The maximum amount your school can request is $10,000.**

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COMPLETION KEY

#55-69 MATCHING FUNDS

55. The total in box 54 must be matched with 1:1 non-UAC funds. The funds matched can be from this and other arts projects happening in your school. The funds do not need to be direct costs of this project. For example: If you took the students to an arts performance not associated with this project, you could use the bus and ticket costs as matching funds. In addition, if you are bringing in more artists for this project or other arts projects using non-UAC funds, those costs can be used as matching funds.

56. If any school administrator works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any school administrator devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any school administrator works above and beyond their regular workweek and are NOT PAID, it is considered a IN-KIND match.

57. If any faculty or staff work above and beyond their workweek and are PAID for their extra time it is considered a CASH match. If any faculty or staff devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any faculty or staff work above and beyond their regular workweek and are NOT PAID, it is considered an IN-KIND match.

58. When teachers are <u>working directly</u> with the artist(s), sometimes substitutes are needed for their students.

59. If you are using space for a community arts event that otherwise could be rented, the rental fee is considered an IN-KIND match. If you must rent space for this or any other arts related projects, the fee is considered a CASH match.

60. Office supplies, telephone and utilities costs <u>directly related</u> to this project or any other arts project are considered matching funds.

61. Schools often print flyers and invitations to send home to the parents or make posters announcing their arts events. These costs are direct matching funds. Any additional publicity that is donated is an in-kind match.

62. If you have other artists coming to your school to work with students on this project or any other, you can use their salary as a match. List the names of the artist and their salary or fee. If your school has an art specialist, a percentage of their salary can be used as a CASH match.

63. If you are paying the travel of additional artists (in addition to those listed in the *Individual Artist Budget Form*) to come to your school it is considered matching funds.

64. If you need more than $400 worth of instructional materials/supplies for this project, list the supplies and approximate their costs. If your school will be purchasing art materials/supplies between July 1, 2004 and June 30, 2005 not related to this project, 75% of the cost could be considered matching funds.

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65. If you need more than $400 worth of equipment for this project, list the equipment and approximate the cost. If your school will be purchasing arts equipment between July 1, 2004 and June 30, 2005 not related to this project, 75% of the equipment cost could be considered matching funds. It would be even better if the equipment purchased were related to this project, then the total cost is considered matching fund and the UAC/AE program could cover $400 of the purchase.

66. List <u>specifically</u> those expenses related to this project that do not fall under the above categories and approximate their costs.

67. Total boxes 56 – 66. Enter the total here. This amount must be greater than or equal to box 54.

68. List where the funding amount in box 67 came from. Across from the source, enter how much money will be coming from that particular source. (Examples being: Title IX, Title I, Career Ladder, PTA, Teacher Salaries, Supply Budget, Travel Budget, Coke Machine Money, Picture Funds, etc.) REMEMBER to place an asterisk next to donated goods and services (items and services you would have had to pay for if they had not been donated to your project). **See the** *Budget Summary/Matching Funds Form* **sample below (page13) for more detail.**

69. This amount should equal box 67.

#70 NARRATIVE

70. This is the "Narrative" portion of your grant. Use at least 12-point, Arial or Times New Roman font. Answer all the questions completely. Do not use "not applicable" on any of the questions.
    - <u>Each</u> page of narrative must indicate at the top:
        - **Name of the school.**
        - **City.**
        - **Name of on-site coordinator.**
    - Retype questions prior to answering.
    - Single space between paragraphs.
    - Use 8 ½ X 11 inch white paper, one side only.
    - Use margins of at least one inch on the top, bottom, and sides of all pages.

#71-73 SIGNATURE FORM

71. This is your signature page. All signatures must be original. Do not use stamps or forge someone's signature.

72. Please type the name of the person authorizing this project and is responsible for assuring matching funds. Please have them sign across from their name.

73. Please type the name of the person coordinating this project. This person will be UAC/AE's main contact at your organization. Please have them sign across from their name.

27. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) (SAMPLE) (SAMPLE)

DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name	Green Elementary	29. City	Salt Lake City
30. On Site Coordinator	Mary Doe		

31. Artist's Name	Fidencio Duran (Texas Artist Roster)	32. Discipline	Visual Art
33. Home City	Austin	34. Home State	TX

35. Artist's Project Activities

Fidencio will provide a lecture about community murals throughout the southwest at the school. In addition, he will share his public art murals through slides, discussing the intent and the processes he uses from conception to execution. He will also assist the 10 ESL sixth-graders in creating a 4' x 5' piece for installation in the school's front foyer.

36. List required instructional materials/supplies for which grant funds are requested

Eight gallons of paint.

37. List required equipment for which grant funds are requested

None

38. Artist's Salary = ___4__ hours @ $__30___ per hour X ___10____ days (minimum of $30 per hour)	$ 1,200
39. Travel (airfare, car rental, or personal vehicle mileage)	$ 600
40. Lodging = ___13____ days @ $___47.50___ per day	$ 617.50
41. (13 days @ $26 per day) Per diem (food) =	$ 338
42. Supplies (Total <u>grant</u> supply funds cannot exceed $400)	$ 92
43. Equipment (Total <u>grant</u> equipment funds cannot exceed $400)	$ 0
44. **TOTAL for THIS ARTIST**	$ 2,848

45. Has this budget been approved by this artist?	Yes	X	No	☐

UTAH arts COUNCIL

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46. **BUDGET SUMMARY (SAMPLE) (SAMPLE) (SAMPLE) (SAMPLE)**			
47. **Applicant Name**	**Green Elementary**	8. **City**	**Salt Lake City**
49. **On Site Coordinator**	**Mary Doe**		

50. **Total artists' salaries, travel, lodging, per diem** (totals taken from EACH *Individual Artist Budget Form*)	**$ 3,264**
51. **Artistic company fees to *augment this project***	**$ 0**
52. **Total project instructional materials/supplies** (not to exceed $400)	**$ 392**
53. **Total project equipment** (not to exceed $400)	**$ 0**
54. **TOTAL UAC/AE grant funds requested**	**$ 3,656**

55. MATCHING FUNDS (NON UAC FUNDS)

The funds requested in box 54 must be matched 1:1.
No more than 25% of the match can be in-kind (donated goods and services).

	Rate	$ Amount
56. **Administration**		**$ 0**
57. **Faculty/Staff Time**	**After school staff time – 20 teachers X 8 hours each @ $18 per hour**	**$ 2,880**
58. **Substitute Fees**		**$ 0**
59. **Facility Rental/Use**		**$ 0**
60. **Office Supplies, Telephone, Utilities**		**$ 0**
61. **Publicity**	**PTA printing flyer**	**$ 60**
62. **Additional Artists' Salaries**	**List names and rates below:** **Jane Brown- 5 days @ 2 hours/day @ $30/ hour**	**$ 300**
63. **Additional Artists' Travel**		**$ 0**
64. **Additional Instructional Materials/Supplies**	**10 gallons paint @ $11.50/gallon**	**$ 115**
65. **Equipment**	**Use of scaffolding 2 days at $50/day**	**$ 100**
66. **Miscellaneous SPECIFY**	**Food and beverages for opening**	**$ 300**
67.	**TOTAL MATCHING FUNDS**	**$ 3,755**

68. **List the sources and amounts of the matching funds for this project** (ASTERISK in-kind donations)	
PTA	**$ 300**
Albertsons**	**$ 300****
Sherwin Williams**	**$ 100****
Career Ladder Funds $175 and Teacher Salaries $2,880	**$ 3,055**
69. **TOTAL**	**$ 3,755**

SCHOOL ARTS EDUCATION FOR UNDERSERVED POPULATIONS GRANT COVER AND STATISTICAL FORM

Grant Application
Funding for July 1, 2004 – June 30, 2005

1. School's Name			
2. Street Address			
3. City		**4. Zip Code**	
5. School District		**6. County**	
7. Authorizing Official's Name			
8. Authorizing Official's Title		**9. Phone with Area Code**	**Home**
			Work
10. Authorizing Official's Email			
11. On Site Coordinator's Name		**12. Phone with Area Code**	**Home**
			Work
13. HOME Street Address			
14. HOME City		**15. HOME Zip Code**	
16. On Site Coordinator's Email			
17. On Site Teacher's Name CANNOT be same as On Site Coordinator		**18. Phone with Area Code**	**Home**
			Work
19. On Site Teacher's Email			
20. State School Board Representative's Name		**21. # of Students Enrolled in School**	

22. **Federal Employer Identification Number (9-digits)**	**87 -**		

23. **Check special populations <u>to be involved in this project</u>**	**Physical Disabilities** ☐	**Low Income** ☐	**Other** ☐
	Learning Disabilities ☐	**ESL** ☐	

24. **Check description of school instructional venue**	**Departmental** ☐	**Trimester** ☐	**Semester** ☐
	Extended Day ☐	**Year Round** ☐	

GRANT COVER AND STATISTICAL FORM cont…

25. U.S. Congressional District Representative	Cannon ☐	Hansen ☐	Matheson ☐

26. **UTAH LEGISLATORS**	
Representative(s)	**Senator(s)** IT IS NOT Bennett or Hatch

Arts Education

27. INDIVIDUAL ARTIST BUDGET FORM

DUPLICATE THIS FORM FOR EACH ARTIST

28. Applicant Name		**29. City**	
30. On Site Coordinator			

31. Artist's Name		**32. Discipline**	
33. Home City		**34. Home State**	

35. Artist's Project Activities

36. List required instructional materials/supplies for which grant funds are requested

37. List required equipment for which grant funds are requested

38. **Artist's Salary =** _____ **hours @ $**_____ **per hour X** _____ **days** (minimum of $30 per hour)	**$**
39. **Travel (airfare, car rental, or personal vehicle mileage)**	**$**
40. **Lodging =** _____ **days @ $**_____ **per day**	**$**
41. **Per diem (food) =**	**$**
42. **Supplies (Total grant supply funds cannot exceed $400)**	**$**
43. **Equipment (Total grant equipment funds cannot exceed $400)**	**$**
44. **TOTAL for THIS ARTIST**	**$**

45.	**Has this budget been approved by this artist?**	**Yes** ☐	**No** ☐

46. BUDGET SUMMARY			
47. Applicant Name		**48. City**	
49. On Site Coordinator			

50. Total artists' salaries, travel, lodging, per diem (totals taken from EACH *Individual Artist Budget Form*)	$
51. Artistic company fees to *augment this project*	$
52. Total project instructional materials/supplies (not to exceed $400)	$
53. Total project equipment (not to exceed $400)	$
54. TOTAL UAC/AE grant funds requested	$

55. MATCHING FUNDS (NON UAC FUNDS)

The funds requested in box 54 must be matched 1:1.

No more than 25% of the match can be in-kind (donated goods and services).

	Rate	**$ Amount**
56. Administration		
57. Faculty/Staff Time		
58. Substitute Fees		
59. Facility Rental/Use		
60. Office Supplies, Telephone, Utilities		
61. Publicity		
62. Additional Artists' Salaries	**List names and rates below:**	
63. Additional Artists' Travel		
64. Additional Instructional Materials/Supplies		
65. Equipment		
66. Miscellaneous SPECIFY		
67.	**TOTAL MATCHING FUNDS**	

68. List the sources and amounts of the matching funds for this project	**(ASTERISK in-kind donations)**
	$
	$
	$
	$
69. **TOTAL**	$

70. NARRATIVE (please see completion key for instructions)

Name of School:
City:
Name of on-site coordinator:

1. What is the greatest overall arts education need of the special populations in your school? How have you determined their needs? (Attach any surveys, minutes of focus groups, etc.) (Please address this question as it relates to the special populations you are serving with this project.)

2. List three characteristics of the school community that you intend to serve and why this project is appropriate for your school.

3. Describe the planning process for this grant. Who was involved in the planning?

4. Describe the kinds of professional development opportunities in arts education in which your faculty has participated for the past 2 years (i.e. summer arts retreats, district in-services, networking conference, UAEA, UDEO, UMEA, UTA, etc.). List the names of the faculty along with the professional development opportunities they attended.

5. What arts education opportunities does your school currently provide for your special population(s)?

6. What are the school's goals and what objectives and strategies are planned that will enable you to achieve your goals?

7. How will you measure both qualitatively and quantitatively the success of your project?

8. Are any components of this grant using the Infinity Project or the RAM's initiative? If so, how? *(For more information on the Infinity Project and RAM, please visit our website at http://arts.utah.gov/ae/latest_information.html).*

71. SIGNATURE FORM (please make sure this section is on its own page)

72. Authorizing Official

Name (typed)   Signature

73. On Site Coordinator

Name (typed)   Signature

Notification of panel decisions will be mailed in mid-June to the Authorizing Official, On Site Teacher, your Artist(s) of Choice, and the home address of the On Site Coordinator.

Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.)

Keep a copy of this grant for your records.